

# Retention and Classification Report

**Agency:** Wellsville (Utah) (1311)

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Wellsville, UT 84339  
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**Records Officer** Laurie Christensen

23586	Annual audits
23589	Board of Adjustment minutes
28138	Cemetery burials index
28135	Cemetery lot files
13506	Council minutes
28136	Mayors' photographs
23588	Municipal code
23590	Planning and Zoning Commission minutes

**AGENCY:** Wellsville (Utah)

**SERIES:** 23586

3

**TITLE:** Annual audits

**DATES:** 1966-1967, 1974, 1976-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

**RETENTION:**

Retain in office

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

**AUTHORIZED:** 02/13/2001

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** Wellsville (Utah)

**SERIES:** 23586

**TITLE:** Annual audits

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Wellsville (Utah)

**SERIES:** 23589

3

**TITLE:** Board of Adjustment minutes

**DATES:** 1972-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

**RETENTION:**

Retain in office

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

**AGENCY:** Wellsville (Utah)

**SERIES:** 23589

**TITLE:** Board of Adjustment minutes

(continued)

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Wellsville (Utah)

**SERIES:** 28138

3

**TITLE:** Cemetery burials index

**DATES:** 1868-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains cards listing each individual buried in the cemetery. The cards are used as a quick reference to look up individuals by name. In addition to names, the cards list date of death and burial location.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Administrative Historical

This series has administrative and historical value as an aid in identifying individuals buried in the cemetery and in accessing information in other cemetery records.

**AGENCY:** Wellsville (Utah)

**SERIES:** 28138

**TITLE:** Cemetery burials index

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Wellsville (Utah)

**SERIES:** 28135

3

**TITLE:** Cemetery lot files

**DATES:** ca. 1860-

**ARRANGEMENT:** Numerical by block and lot number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains cards for each lot in the cemetery and are used to track where individuals are buried. The cards have a space for information on eight burials in each lot and include information such as name of the deceased, names of parents and spouse, birth date and place, death date and place, date of burial, funeral director, lot owner, and purchase date. These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Administrative Historical Legal

This series has administrative, legal, and historical value as documentation of burials in the cemetery and ownership of cemetery lots.



**AGENCY:** Wellsville (Utah)

**SERIES:** 28135

**TITLE:** Cemetery lot files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Wellsville (Utah)

**SERIES:** 13506

3

**TITLE:** Council minutes

**DATES:** 1866-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Wellsville (Utah)

**SERIES:** 13506

**TITLE:** Council minutes

(continued)

**APPRAISAL:**

Administrative Fiscal Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Wellsville (Utah)

**SERIES:** 28136

3

**TITLE:** Mayors' photographs

**DATES:** 1866-

**ARRANGEMENT:** Chronological by term.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains portrait photographs of Wellsville City mayors. The photographs were collected by Wellsville City for display in the city council chambers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Digital image: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This series has permanent historical value as documentation of those who have served as mayor of Wellsville.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Wellsville (Utah)

**SERIES:** 23588

3

**TITLE:** Municipal code

**DATES:** 1999-

**ARRANGEMENT:** Numerical by title and chapter number. Recent amendments have not yet been codified and are in front of book.

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION:**

Retain in office.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** 02/13/2001

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**AGENCY:** Wellsville (Utah)

**SERIES:** 23588

**TITLE:** Municipal code

(continued)

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Wellsville (Utah)

**SERIES:** 23590

3

**TITLE:** Planning and Zoning Commission minutes

**DATES:** 1976-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are copies of notices of regular and special meetings of the city council and other pertinent committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

**RETENTION:**

Retain in office.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**AUTHORIZED:** 03/13/2015

**FORMAT MANAGEMENT:**

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**AGENCY:** Wellsville (Utah)

**SERIES:** 23590

**TITLE:** Planning and Zoning Commission minutes

(continued)

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY CLASSIFICATION:**

Public